



BALTIMORE CITY HEALTH DEPARTMENT BUREAU OF FOOD CONTROL



WHAT TO DO WHEN CHANGING OWNERSHIP OR TYPE OF FOOD PREPARATION AT AN EXISTING FOOD FACILITY

If you are taking over operations of an existing business, **DO NOT** make any renovations until all of the following has been completed:

- A. Make application to the Bureau of Buildings, Zoning Division, 417 East Fayette Street and obtain a tax clearance card.
- B. New construction or major modifications require that approved plans be submitted for review through the Bureau of Buildings, Plans Examiner's Office, 417 East Fayette Street, Room 101.
- C. If business involves any alcoholic beverages, application must be made with the Board of Liquor License Commissioners, 10 South Street, Room 200.
- D. Submit the following required information to the Health Department:
 - i) Copy of approval notice issued by inspector for during the final inspection.
 - ii) Copy of Bill of Sale or Lease Agreement for the location. All hand written documents must be notarized.
 - iii) Copy of the Occupancy Permit application or approval from HCD, Buildings Division.
 - iv) Information concerning the Certified Food Manager.
 - v) HACCP plan and menu.
- E. After inspection and approval by Health Department, apply for permit to operate business.
- F. Obtain required approvals and licenses from other City and State agencies.

REMEMBER: Notify the City Health Department, Bureau of Food Control of any changes in operations, ownership, menu or procedures.

Submit all information and payments to:
Plan Review Section, Bureau of Food Control
Baltimore City Health Department
210 Guilford Avenue, 2nd Floor
Baltimore, Maryland 21202

Contact Plan Review at 410-396-4544 for further questions or information